Division of Assessment Implementation
DAC Monday Email for September 30, 2002

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CTB District Enrollment and Order Packets-Due September 30, 2002
DACs received packets asking for enrollment information and materials orders in preparation for the Spring 2003 CATS administration from CTB/McGraw-Hill. If you did not receive one or have any questions, contact Deborah Molin at 1-800-538-9547, ext 6878. As of the end of last week only 88 of the 176 districts had sent in their information. You need to get this information back to CTB no later than **TODAY**!

Reconfiguration-Due September 30, 2002
If your district has any schools which have been consolidated, opened/closed, changed in population, or in any way reconfigured, you will need to fill out the proper form and send it to Kevin Hill (khill@kde.state.ky.us) by September 30, 2002. This form is available on the DAC page of the KDE website. **TODAY** is the deadline!

Data Review
The deadline for data review is midnight EST, October 3, 2002. An Excel spreadsheet to assist in filing a data review is on the DAC page of the KDE website and on the CD you received at the fall training. *NOTE*: If you had any medical exemptions denied and can provide further information for reconsideration of the decision, contact Kathy Moore as soon as possible. These must also be completed by the data review deadline.

Appeals
The deadline for a school to appeal its Spring 2002 Performance Judgment is November 4, 2002. The steps for filing an appeal are attached below.

Steps to Appeal
Spring 2002 Pe...

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Administration Code Training
As you know, this fall you should be conducting Administration Code trainings, particularly with portfolio work beginning. Attached below is a PowerPoint presentation that can be used as part of this training with teachers. It includes notes for you as the presenter and is a different approach to the training. It may liven things up a bit. (Thanks to Dr. James Greene, Harlan Independent, for the original idea!)

Mr. Reddy
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DAC Guide
Yes, we promised the DAC guide, revised version, would be put on CD and sent out by the end of September. However, we do have a good reason as to why that hasn't happened yet! The testing window dates are about to be finalized for this year and we want to wait until that is established, so that we can include that information in the new DAC guide. Hopefully, we can get the CD out to you in a couple of weeks.

Rewards Update

We have received the following information from Division of Budgets about the tentative timeline of events for the rewards process. They have also confirmed that all information, including the Toolkit, will be sent directly to DACs.

10/9	Staff Verification forms for each school go to print
10/16	Staff Verification forms mailed to districts
11/1	Corrected forms returned to Division of Budgets
11/15	Cleanup of school/district information completed
11/16	Staff Verification form information frozen (no changes after this time)
12/11	Division of Budgets reports share amount to KBE
12/31/02-1/31/03	Checks cut and sent to districts

KDE Web Downtime

The CATS score reports and school report card information/application will not be available on **Saturday, October 5, from 8 AM to 4 PM Eastern Time**. The databases are scheduled for "maintenance".

Leadership Credit for 2002 Assessment Meetings

Those of you who attended the meetings at Kentucky Dam Village State Park, Owensboro, and Barren River State Park will be receiving your Leadership Certificates in the mail this week.